GOVERNMENT OF ANDHRA PRADESH
ABSTARCT

HM&FW Department – APMES – Merger of (2) Assistant Director (Admin) posts of Government Medical College and Government General Hospital – Redesignation of posts as Assistant Director (Hospital Management) and Assistant Director (Human Resources) with revised Job chart – Orders – Issued.

HEALTH, MEDICAL & FAMILY WELFARE (A) DEPARTMENT

G.O.Ms.No.168 **Dated.15.09.2023.**

Read :-

From the Director of Medical Education, A.P., Vijayawada,
e.file No.2107564.

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ORDER:-

In the circumstances stated by the Director of Medical Education, A.P., Vijayawada in the reference read above and after careful examination of the matter, Government hereby merge the (2) Assistant Director (Admin) posts of Government Medical College and Government General Hospital and to re-designate the said posts as Assistant Director (Human Resources), Government Medical College & Hospital and Assistant Director (Hospital Management) Government General Hospital as part of strengthening of Hospital Management services with revised job charts as follows :

i) Job Chart of the Assistant Director (HR), Government Medical College & Hospital:

a) Drawing and Disbursing Officer for salaries and other allowances to Staff sanctioned to College and Hospital
b) Human Resources management of all the Staff, including teaching faculty, other doctors, Nursing, Paramedical, and supporting Staff.
c) Recruitment of Staff through the District Selection Committee
d) Monitoring AEBAS / FRS System of the Staff
e) MIS management with respect to Human Resources of Hospitals and Colleges.
f) Administrative Officer and Ministerial Staff report and work under Assistant Director.
g) Reports to Principal, Government Medical College and Superintendent, Government General Hospital.

ii) Job Chart of Assistant Director (Hospital Management), Government General Hospital

a) Drawing and Disbursing Officer to all Hospital management and College management budgets/funds
b) Responsible for the implementation of all the contract agreements related to facility management, such as security and Sanitation, Pest Control Line, and Laundry
c) Financial management of HDS, AHCT funds, CSS schemes, decentralized budget, and other non-HR funds.
d) Civil and Electrical maintenance of Buildings, campus, College, and hostels
e) Procurement and Logistics of Drugs and Medicines, Surgical items, and all other required items for Hospitals
f) Responsible for implementation of annual maintenance contracts to ACs, Lifts, STP, RO Water supply, IT Hardware, and others
g) Supported by an administrative officer, Civil/Electrical engineer, Ministerial staff Hospital Administrator, security in charge, and Health Supervisor (MPHS/MPHEO).
h) Reports to Principal, Government Medical College and Superintendent, Government General Hospital.

(PTO)

2. This order issues with the concurrence of the Finance(HR.II) Dept, vide their U.O.No.2169973/HR-II/FIN01-HR0PDPP(RRD)/120/2023, Dated.25/08/2023.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr MANJULA D. HOSMANI
SECRETARY TO GOVERNMENT

To
The Director of Medical Education, Andhra Pradesh, Vijayawada.

Copy to:-

The Accountant General, Andhra Pradesh, Vijayawada.
The Director of Treasuries and Accounts, Vijayawada.
The Finance(HR) Department, A.P.Secretariat, Velagapudi.
All the Principals of Medical Colleges working under the control of DME.
All the Superintendents of Govt. General Hospitals, working under the control of DME
The PS to Special Chief Secretary to CM.
The OSD to Hon'ble Minister, HM & FW Department.
The PS to Spl.Chief Secretary to Government, HM & FW Department.
The PS to Secretary to Government, HM & FW Department
Sf/Sc.

// FORWARDED::BY ORDER //

SECTION OFFICER